



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 180-1	Subject: <b>EQUIPMENT AND MATERIAL USE</b>
Chapter 180: STATE PROPERTY	Page 1 of 1
Signature: /s/ Mary Fay	Revision Date: 09/10/01
	Effective Date: 06/01/00

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established procedures for use of State of Montana equipment and materials. The use of state property for personal use is strictly prohibited.

**II. AUTHORITY:**  
*46-23-1004(4), M.C.A. Duties of Department*

**III. DEFINITIONS:**  
None.

**IV. PROCEDURES:**  
An officer may be issued or assigned equipment and/or materials to assist with performance of duties. It is expected that these items shall be properly maintained and immediately reported if lost, stolen or damaged.

Officers shall be responsible for reimbursing the State of Montana for the cost of equipment/materials, which are damaged or lost through an act of negligence. Officers who terminate employment will be charged for equipment/materials, which are not returned.

Equipment/materials are not to be used for non-duty related activities.

The following is a partial list of equipment/materials issued or assigned to an officer:

- (1) state identification card;
- (2) badge;
- (3) field books;
- (4) state vehicle;
- (5) case files;
- (6) policy and procedure manual;
- (7) miscellaneous office equipment;
- (8) firearms.

The Regional Administrator must approve any other equipment or attire that identifies the P&P Officer.

**V. CLOSING:** Questions concerning this procedure shall be directed to the Regional Administrator.